

## **IX. FOOD DELIVERY/FOOD INSTRUMENT (FI) ACCOUNTABILITY AND CONTROL**

Food delivery/food instrument accountability and control involves the production, issuance and monitoring of automated and manual food instruments through retail systems and the delivery of WIC Program foods by non-retail methods i.e., home delivery and direct distribution.

### **(Retail)**

- A. *Food Delivery and Food Instrument Control Overview - 246.4(a)(11)(iii), (a)(14)(i), (a)(14)(vi), and (a)(14)(xii):*** describe the policies and procedures used in producing, monitoring and accounting for the production of food instruments.
- B. *Food Instrument Pick-up and Transaction - 246.4(a)(11)(iii) and (a)(14)(vi):*** describe the State agency's procedures for issuing food instruments to participants, including procedures for verification, prorating food packages, training and proxy policies.
- C. *Food Instrument Disposition - 246.4(a)(14)(vi):*** describe the procedures used to reconcile food instruments as either issued or voided, and as either redeemed or unredeemed, and redeemed food instruments as either validly issued, lost or stolen, expired, duplicate, or not matching issuance records.
- D. *Manual Food Instruments - 246.4(a)(6), (a)(11)(iii), (a)(14)(i), (a)(14)(vi) and (a)(14)(ix):*** describe the procedures for issuing and accounting for manual food instruments, including the procedures for documentation and disposition.
- E. *Special Food Instrument Issuance Accommodations - 246.4(a)(11)(iii), (a)(14)(i), (a)(14)(vi), and (a)(21):*** describe alternatives to participant food instrument pick-up for issuance (e.g., mail or electronic issuance) and how integrity of program services and fiscal accountability are ensured.

### **(Non-Retail)**

- F. *Home Food Delivery Systems - 246.4(a)(11)(iii), (a)(14)(i), (a)(14)(vi), (a)(14)(vii) and (a)(14)(xii):*** describe how the State agency's home delivery system operates including the types of authorized home food delivery contractors, the frequency of deliveries, and the procedures for documenting deliveries.
- G. *Direct Distribution Food Delivery Systems - 246.4(a)(11)(iii), (a)(14)(i), and (a)(14)(vi), (a)(14)(vii), and (a)(14)(xii):*** describe the methodology and procedures used in the direct distribution of supplemental foods, including types of foods distributed, warehouse and distribution centers, and the verification process.

**IX. FOOD DELIVERY/FOOD INSTRUMENT ACCOUNTABILITY AND CONTROL**

**A. Food Delivery and Food Instrument Control Overview**

**A. FOOD DELIVERY AND FOOD INSTRUMENT CONTROL OVERVIEW**

**1. Food Instruments/General**

**a. The State agency uses the following types of food instruments (check all that apply):**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Automated - point of certification | <input type="checkbox"/> Automated -central generation |
| <input type="checkbox"/> Manual - individual prescription              | <input type="checkbox"/> EBT                           |
| <input type="checkbox"/> Pre-printed manual - standard prescription    | <input type="checkbox"/> Other (specify):              |

**b. The State agency conducts food instrument inventories: (Place an S=[State agency] or L=[Local agency] under the appropriate column to designate primary responsibility):**

Automated		Manual	
	Daily		Daily
L	Weekly		Weekly
	Monthly		Monthly
	Yearly		Yearly
	Other (specify):		Other (specify):

**c. The automated food instrument contains/allows for the following information (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Not applicable                                    | <input checked="" type="checkbox"/> Local agency identifier |
| <input checked="" type="checkbox"/> Participant WIC ID number              | <input checked="" type="checkbox"/> Vendor endorsement      |
| <input checked="" type="checkbox"/> Countersignature for participant/proxy |   |

**Provide a facsimile or FI in Appendix or cite Procedure Manual**

**d. The State agency provides a toll-free number on the food instrument for participant/vendor inquiries:**

- ☐ Yes      ☒ No

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

**2. Food Instrument Accountability**

**a. Food instruments are delivered to local agencies by:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> State agency staff                              | <input type="checkbox"/> Local agency staff |
| <input type="checkbox"/> US Postal Service  | <input type="checkbox"/> On-demand printing |
| <input checked="" type="checkbox"/> Contracted service (i.e., UPS, Purolator, etc.) |   |
| <input type="checkbox"/> Other (specify):   |   |

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**A. Food Delivery and FI Control Overview**

- b. Food instruments (blank stock and preprinted food instruments ready for issuance) are delivered to the local agency (check all that apply):**

**Blank**

- ☐ Not applicable  
☐ Weekly  
☐ Twice a month  
☐ Once a month  
☒ Once every two months

☒ Other (specify): as needed

**Preprinted**

- ☐ Not applicable  
☐ Weekly  
☐ Twice a month  
☐ Once a month  
☐ Once every two months

☐ Other (specify):

- c. The State agency uses the following procedures to ensure that local agency staff are not fraudulently using unclaimed food instruments (check all that apply):**

- ☐ Signatures on the documentation of food instrument receipt are compared for similarities in writing style implying one person signed for multiple participants  
☐ Local agencies conduct an initial review of food instruments to void checks for participants known to have been terminated from the Program  
☒ Local agency staff responsible for issuing/voiding food instruments do conduct the food instrument inventory by themselves  
☐ Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

- 3. State agency purchases/contract bids are submitted:**

- ☐ Quarterly ☐ Semi-annually  
☐ Annually ☒ Other (specify): statewide contract bid every 3 years

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

- 4. The State agency has established food delivery procedures in cases of natural disaster and emergencies for the following (check all that apply):**

- ☐ Issuing manual food instruments ☐ Issuing automated food instruments  
☒ Mailing food instruments ☐ Home food delivery  
☐ Direct distribution ☐ Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

**IX. FOOD DELIVERY/FOOD INSTRUMENT ACCOUNTABILITY AND CONTROL****B. Food Instrument Pick-up****B. FOOD INSTRUMENT PICK-UP****1. Food Instrument Pick-Up Policy and Procedures****a. Food instruments are issued by (check all that apply):**

	<b>All Locals</b>	<b>Most Locals</b>	<b>Some Locals</b>
Local agency director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local agency nutritionist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local agency paraprofessional	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Clerical staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(for other, specify):			

**b. The State agency utilizes a participant identification card:**

☒ Yes      ☐ Yes, with photo      ☐ No

**If yes, issuance is controlled numerically and each card is accounted for:**

☒ Yes      ☐ No

**c. The State agency requires the following proof of receipt when issuing automated food instruments:**

- ☐ Participant/parent/caretaker/proxy signature block on food instrument register  
☒ Carbon copy of food instrument  
☐ Local agency staff initials  
☐ Date of food instrument pick-up  
☐ Stub with participant signature or initials  
☐ Other (specify):

**d. The State agency has a policy to prorate food packages for the following:**

- ☐ Late food instrument pick-up      ☐ Certification due to expire within 30 days  
☐ Mid-month certification      ☐ Other (specify):

**e. The State agency requires local agency staff to provide each new participant/parent/caretaker/proxy with training in (check all that apply):**

- ☒ Authorized vendors      ☒ Selecting WIC-approved foods  
☒ FI transaction procedures      ☒ Signature on FIs  
☒ Use of proxy      ☒ Reporting problems/requesting assistance  
☐ Other (specify):

**f. The State agency requires local agency staff to provide participants with a list of authorized vendors:**

☐ Yes      ☒ No

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**B. Food Instrument Pick-up**

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

**2. The State agency's proxy policy includes the following:**

- ☐ Limits the number of participants a single proxy may sign for, except that a proxy may pick up food instruments for all homeless WIC participants in a facility
- ☐ Limits proxy to a specified number of food instrument pick-ups
- ☐ Limits proxy to a minimum age
- ☐ Limits proxy assignment to local WIC staff
- ☒ Other (specify): Single issuance only

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

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### **C. Food Instrument Redemption/Disposition**

#### **C. FOOD INSTRUMENT REDEMPTION/DISPOSITION**

##### **1. Food Instrument Disposition Procedures**

**a. The State agency system assures 100% disposition of all issued food instruments**

☐ Yes ☒ No

**If no, specify the circumstances that prevent 100% disposition:**

**No geographic state reconciles 100%. Texas' goal is to assure 100% disposition of all issued food instruments; however, it is virtually impossible for a large state like Texas that processes almost 2 million food instruments a month.**

**b. The State agency monitors each local agency's:**

- ☐ Number of manual food instruments utilized  
☐ Number of unclaimed food instruments  
☒ Number of voided food instruments  
☒ Number of redeemed food instruments with no issuance record

**c. Local agencies are supplied with a report on the final disposition of its food instruments:**

☐ Yes (specify period):  
☒ No

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

##### **2. Unclaimed, Voided, Prorated Food Instruments**

**a. The State agency requires local agencies to return "unclaimed/not picked up" food instruments:**

☒ Not applicable ☐ Daily ☐ Weekly ☐ Monthly  
☐ Other (specify):

**b. The State agency requires local agencies to return "voided" food instruments:**

☒ Not applicable ☐ Daily ☐ Weekly ☐ Monthly  
☐ Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite) :**

##### **3. Lost/Stolen Food Instruments**

**a. The State agency requires local agencies to report lost/stolen food instruments to (check all that apply):**

☐ State agency ☐ Police department

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### C. Food Instrument Redemption/Disposition

☐ State agency's banking institution losses to SA ☒ Other (specify): Report bulk

**b. Replacement/duplicate food instruments are issued when food instruments are reported lost:**

- ☐ No  
☒ Depends on the circumstances  
☐ Yes (If food instruments are reissued, it is done):  
☐ Immediately  
☐ Following notification of State agency/bank agency  
☐ After            day waiting period (specify number of days)

**c. Replacement/duplicate food instruments are issued when they are reported stolen:**

- ☐ No  
☒ Depends on the circumstances  
☐ Yes (If food instruments are reissued, it is done):  
☐ Immediately  
☐ Following notification of State agency/bank agency  
☐ After            day waiting period (specify # days)

**d. The State agency or its banking institution takes the following action after it is notified by the local agency of lost/stolen food instruments (check all that apply):**

- ☐ Stops payment on the lost/stolen food instruments  
☐ Notifies vendor  
☒ Other (specify): :Lost or stolen food instruments are not routinely replaced except under special circumstances such as house fire, natural disaster, etc.

**Please provide a copy/citation for State agency's policy procedures that ensure that lost/stolen food instruments cannot be redeemed.**

**Policy FD:07.0: Action to be Taken When Issued Instruments are Reported Lost/Stolen by Participant.**

**e. The local agency documents in the participant's file that replacement food instruments were issued:**

- ☒ Yes ☐ No

**f. The State agency monitors the level of reported lost/stolen food instruments by local agency:**

- ☒ Yes ☐ No

**g. If it is established that lost/stolen food instruments are transacted by the participant who reported them lost/stolen, the following actions are taken:**

- ☐ Participant reimburses the local agency

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### C. Food Instrument Redemption/Disposition

- ☐ Participant is disqualified
- ☐ Participant receives a warning
- ☒ Other (specify): Turned over to department's investigators

**h. If lost/stolen food instruments are transacted by someone other than the participant, the following actions are taken:**

- ☐ Reported to police for investigation
- ☐ State agency or local agency does an investigation
- ☒ Other (specify): If SA had enough information, investigators might be able to pursue further

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

**4. Food Instrument Redemption Screening (7 CFR 246.12(k)(1))**

**a. The State agency screens food instruments through a pre-edit (before payment) or post-edit (after payment) process to detect the following:**

Not Applicable	Pre-Edit Screen	Post-Edit Screen	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchase price exceeds price limitations
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Purchase price missing
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Altered purchase price
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor identification missing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Invalid/counterfeit vendor identification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transacted before specified period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transacted after specified period
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Redeemed after specified period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Altered dates
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Missing signature
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mismatched signature
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Altered signature
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other (specify): Redeemed prior to specified period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**b. Where pre-edit screens are used, the proportion of food instruments reviewed include:**

- ☒ All food instruments
- ☐ Percentage of food instruments (      %)
- ☐ Other:



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### **C. Food Instrument Redemption/Disposition**

- c. The edit system(s) that screen for price limitations and vendor overcharges reject food instruments based on:**

**Pre-edit**

☒  
☐  
☐  
☐

**Post-edit**

☐  
☐  
☐  
☐

Not To Exceed or Maximum Prices

Percentage above average (        %)

Amount above average ( \$        )

Other (specify):

- d. The following actions are used to control against unauthorized stores redeeming food instruments:**

- ☐ Recover vendor stamp when vendor is no longer authorized  
☒ Conduct compliance buy to verify if unauthorized store redeems food instruments  
☒ State agency or its banking institution checks vendor ID numbers on food instruments submitted for redemption against the authorized vendor list before paying vendors for food instruments submitted for redemption  
☐ Vendor-specific food instruments are used  
☐ Inform all participants who might use the unauthorized store  
☐ Other (specify):

### **ADDITIONAL DETAIL: Vendor Management Appendix and/or Procedure Manual (cite):**

#### **5. Price Lists**

- a. Price list information is routinely collected from vendors:**

- ☒ Yes  
☐ No (go to question 6)

- b. Price list data are collected:**

- ☐ Monthly  
☐ Quarterly  
☐ Semiannually  
☒ Annually  
☐ Other (specify):

- c. Price data are collected by:**

- ☒ State agency staff  
☒ Local agency staff  
☒ Reports are submitted by vendors  
☐ Other (specify):

- d. The data collected has food prices for:**

- ☒ All brands and sizes of supplemental foods  
☐ Highest price supplemental food items within food categories

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### **C. Food Instrument Redemption/Disposition**

☐ Other (specify):

e. **The ☐ State agency/ ☐ local agency verifies price data provided by vendors:**

☐ During routine monitoring visits

☒ Does not verify on a routine basis

☐ If the vendor is identified as a high-risk vendor

☐ Other (explain):

f. **The ☒ State agency/ ☐ local agency analyzes price data:**

☐ Manually on a routine or as needed basis

☐ On an ADP system and uses it to:

☐ Generate estimated food instrument values

☐ Help inform WIC staff on vendor selection decisions

☐ Develop vendor peer groups

☐ Flag individual food instruments that appear to be overcharges

☒ Other (specify): Routine on-site visits

### **6. System to Detect Suspected Overcharges**

a. **Does the State agency screen for suspected overcharges:**

☐ Yes, vendor claims are issued for overcharges.

☒ No, the State agency makes price adjustments to food instruments submitted for redemption at amounts above edit limits

☐ No

☐ Other (specify):

b. **The following best describes how the vendor is billed for overcharges:**

☐ Based on the vendor's reported prices

☒ Based on redemption values of other vendors in the vendor's peer group

☐ Based on redemption values of all vendors

☐ Other (specify):

c. **To receive payment or appeal a claim for a vendor overcharge, the vendor must:**

☐ Provide an updated price list

☐ Provide written justification for the higher prices

☐ Provide receipts

☒ Other (specify): submit a written request

d. **The following actions are taken when a vendor has chronic overcharging problems:**

☐ Routine monitoring or remedial vendor training is conducted

☐ Vendor is designated as high-risk and scheduled for compliance investigation

☒ Vendor is provided with a written warning of potential sanction for overcharging

☒ Vendor is terminated for cause

☒ Vendor is sanctioned

☐ Other (specify):

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**C. Food Instrument Redemption/Disposition**

**ADDITIONAL DETAIL: Vendor Management Appendix  
and/or Procedure Manual (cite):**

**IX. FOOD DELIVERY**  
**D. Manual Food Instruments**

**D. MANUAL FOOD INSTRUMENTS**

☐ **DOES NOT APPLY (PROCEED TO NEXT SECTION)**

**1. Manual Food Instrument Policy**

**a. Manual food instruments are utilized for the following reasons:**

- ☐ New participants
- ☐ Automated food instruments not available
- ☐ Mutilated automated food instruments
- ☐ Wrong food package on automated food instrument
- ☐ Provide for the special needs of the homeless
- ☐ Food package tailoring
- ☐ Routine monitoring visits (i.e., educational buys) of vendors
- ☐ Compliance buys of vendors
- ☐ Special conditions, e.g., disasters
- ☐ Other (specify):

**b. The State agency requires the following for completing the manual food instrument register:**

- ☐ Participant/proxy signature      ☐ Local agency staff initials
- ☐ Date of food instrument pick-up      ☐ other (specify):

**c. Manual food instruments have a "Not to Exceed Value" of:**

- ☐ Same dollar amount for all manual food instruments \$
- ☐ Variable dollar amount depending on type of prescription on manual FI
- ☐ No limit
- ☐ Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

**2. Manual Food Instrument Documentation and Disposition**

**a. A report containing the serial numbers of manual food instrument issued by local agencies is sent to the State agency:**

- ☐ Not applicable      ☐ Weekly      ☐ Monthly
- ☐ Other (specify):

**b. Local agencies are required to provide documentation to substantiate a valid or invalid certification record for manual food instruments issued and redeemed but for which no participant record currently exists by utilizing:**

- ☐ Turnaround documents to establish valid certification records
- ☐ Telephone calls to the State/local agency on irregularities
- ☐ Other (specify):

**IX. FOOD DELIVERY**

**D. Manual Food Instruments**

- c. If the manual food instrument inventories do not achieve 100% reconciliation of all issued and unissued food instruments, the local agency (check all that apply):**

- ☐ Reports the food instrument serial numbers to the State agency  
☐ Provides the food instrument serial numbers to local vendors  
☐ Other (specify):

**(Provide a copy/citation of the State agency's prescribed procedures if the manual food instrument inventory cannot be reconciled).**

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

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**E. Special Food Instrument Issuance Accommodations**

**E. SPECIAL FOOD INSTRUMENT ISSUANCE ACCOMMODATIONS**

**1. Alternative Food Instrument Issuance**

**a. The State agency has implemented the following food instrument issuance policy (check all that apply):**

- ☒ All participants are required to pick up food instruments at the clinic or local agency, except in unusual circumstances
- ☒ Participants/proxies are required to show identification at food instrument pick up
- ☐ Food instruments are routinely mailed to participants except (1) when the participant is scheduled for nutrition education or a certification appointment and (2) in areas where Food Stamps are not mailed, as these areas are known to have experienced high mail issuance losses
- ☐ Benefits are provided electronically to a location such as a grocery store under certain conditions; thus participants may not always pick up food instruments at the clinic
- ☐ Other (specify):

**2. Mailing Policy/Procedures**

**a. When food instruments are mailed to participants, State agency provides local agencies with guidelines/procedures for mailing food instruments to individual participants:**

- ☒ Yes ☐ No

**b. Policy requires participants to pick up food instruments whenever certification appointment is due or nutrition education is scheduled:**

- ☒ Yes ☐ No

**c. The State agency has implemented the following policy regarding mailing food instruments (check all that apply):**

- ☒ Food instruments are sent first class mail \*(first class is considered *regular* mail)
- ☐ Food instruments are sent registered mail
- ☐ Food instruments are sent certified mail
- ☐ Food instruments are sent restricted mail
- ☐ Return receipt is requested on food instruments sent certified mail
- ☒ Envelope specifies, "Do not forward, return to sender" or "Do not forward, address correction requested"
- ☐ Other (specify):

**d. The State agency approves mailing food instruments under the following conditions (check all that apply):**

	State- Wide	LA with SA Approval	Case by Case
Participant hardship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel-related issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### E. Special Food Instrument Issuance Accommodations

Better clinic management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participant safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participant convenience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(if other, specify): LA can decide based on SA allowable reasons including: automation system failure; client illness; imminent childbirth; family with special health care needs; inclement weather; client unable to keep appt. at satellite clinic which is open only at certain times; quarantine; communicable disease; immune disorder.

#### e. When mailing food instruments, documentation of food instrument issuance is:

- ☐ Signed by the participant at the following food instrument pick-up/visit
- ☒ Noted "mailed" and initialed/dated by local agency staff
- ☐ Signed and dated by local agency staff after return receipt is received
- ☐ Other (specify):

#### ADDITIONAL DETAIL: Food Delivery Appendix and/or Procedure Manual (cite):

#### 3. Participants who receive food instruments by mail are sent:

- ☒ One month of food instruments
- ☐ Two months of food instruments
- ☐ Three months of food instruments
- ☐ Other (specify):

#### ADDITIONAL DETAIL: Food Delivery Appendix and/or Procedure Manual (cite):

**IX. FOOD DELIVERY**  
**F. Home Food Delivery Systems**

**F. HOME FOOD DELIVERY SYSTEMS**

☒ **DOES NOT APPLY (PROCEED TO NEXT SECTION)**

**1. Home Food Delivery Systems Overview**

**a. Home delivery vendors include (check all that apply):**

- ☐ Dairies
- ☐ Private delivery service doing WIC business only
- ☐ Private delivery service
- ☐ Other (specify):

**b. Participants who receive home food delivery:**

- ☐ Are notified in writing of the types and quantities of foods
- ☐ Are issued food instruments that they sign and provide to the vendor when the food is delivered
- ☐ Indicate by authorized signature on aN FI, receipt or signature document, the supplemental foods received
- ☐ Other (specify):

**c. Supplemental foods may be delivered:**

- ☐ Only to the participant of record
- ☐ To the participant of record or proxy of record
- ☐ To any adult at home during time of delivery
- ☐ To anyone at home at the time of delivery
- ☐ Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

**2. Documentation**

**a. The forms verifying delivery are reconciled against vendor invoices:**

- ☐ Weekly
- ☐ Monthly reconciliation of the signed FI or other signed receipts or signature documents from participant or proxies.
- ☐ Other (specify):

**b. Signatures of participants, who sign the food receipt document/food instruments, are compared to the signature on file.**

- ☐ No
- ☐ Yes, sample
- ☐ Yes, 100%

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**



**IX. FOOD DELIVERY**

**G. Direct Distribution**

**G. DIRECT DISTRIBUTION FOOD DELIVERY SYSTEMS**

☒ **DOES NOT APPLY (PROCEED TO NEXT SECTION)**

**1. Direct Distribution Food Delivery - General**

**a. The State agency uses a direct distribution food delivery system to:**

- ☐ Distribute all of its WIC Program foods  
☐ Distribute only special infant formula  
☐ Distribute (specify):

**b. Infant formula requiring a physician's prescription is issued:**

- ☐ Not applicable ☐ At local agencies  
☐ At the State agency warehouse(s) ☐ Other (specify):

**c. Local agencies are served from:**

- ☐ Warehouse not used  
☐ One central warehouse, deliveries directly to local agencies  
☐ One central warehouse from which foods are sent to one or more subsidiary warehouses before delivery to local agencies  
☐ Other (specify):

**d. Warehouses are operated by:**

- ☐ State agency ☐ Local agency  
☐ Other state or public agency ☐ Under contract with a private business  
☐ Other (specify):

**e. Warehouses used for storage of WIC foods are also used to store other FNS program commodities:**

- ☐ Yes ☐ No

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

**2. Food Distribution**

**a. Foods are distributed to participants:**

- ☐ Grocery store fashion ☐ Pre-packaged  
☐ Other (specify):

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### **G. Direct Distribution**

**b. Participants receiving food are required to sign:**

- ☐ A register once for all foods received  
☐ A register/form for each food item received  
☐ Other (specify):

**c. Foods are distributed to participants:**

- ☐ Monthly  
☐ Other (specify):

**d. Participants with limited access to facilities used for distribution have available to them:**

**Services provided by:**

	<b>Local Agency</b>	<b>Other Sources</b>
Home delivery	<input type="checkbox"/>	<input type="checkbox"/>
Cost-free transportation	<input type="checkbox"/>	<input type="checkbox"/>
Other (if other, specify):	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL DETAIL: Food Delivery Appendix  
and/or Procedure Manual (cite):**

### **3. Warehouse Insurance and Inspectors**

**a. Insurance for the warehouse covers (check all that apply):**

- ☐ Theft                      ☐ Fire                      ☐ Infestation                      ☐ Spoilage  
☐ Other (specify):

**b. Warehouses are inspected by a public authority responsible for enforcing:**

- ☐ Fire safety laws and regulations (specify date and grade of last inspection):  
☐ Sanitation laws and regulations (specify date and grade of last inspection):  
☐ Other (specify):

**ADDITIONAL DETAIL: Food Delivery Appendix:  
and/or Procedure Manual (cite):**